

Mobile Technology Training for Your Community

Where they live, where they work, and
where they play.



Arlington Public Library
Arlington, Texas

In the beginning...

- Traditional Computer Classes
- Hugh Smith Rec Center
- Mobile/Laptop Classes
- Gotta Gadget Classes
- Drop In Clinics

“We need to get more mobile!”

The TechLiNK...



Taking shape...



Arlington Public Library
Arlington, Texas

Taking shape...



Finding a driver...



Getting started...



Speer Elementary School...



Small children...



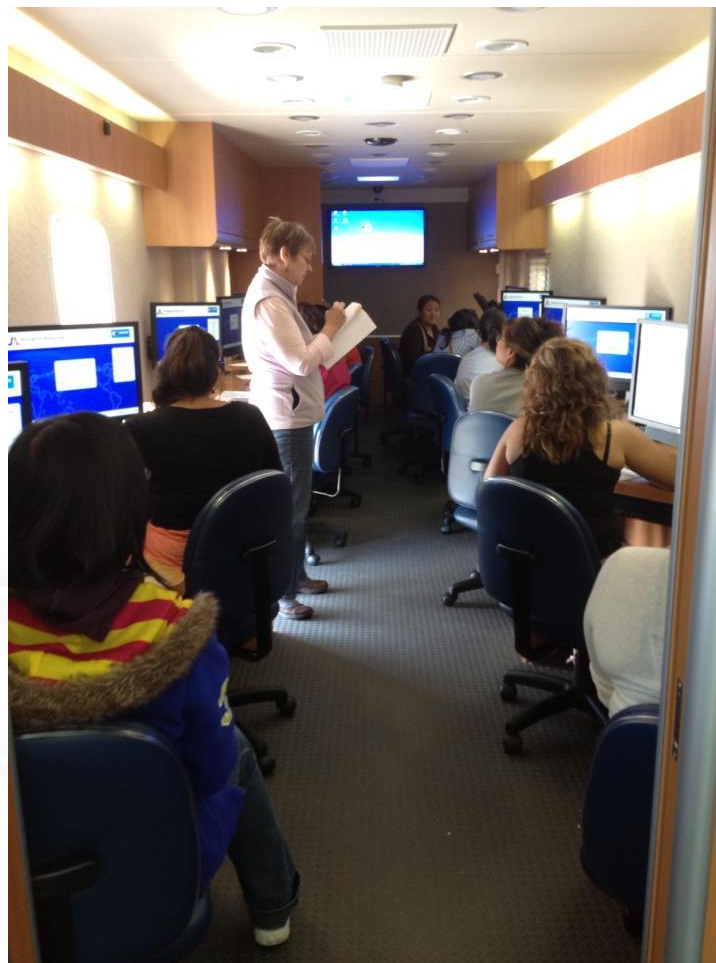
Sam Houston High School...



Runningbrook Apartments...



ESL – NW Christian Church...



Literacy House ESL...



Arbrook Retirement Community...



Seniors & CyberCoaches...




Resources...

Arlington Public Library - Microsoft Internet Explorer provided by City of Arlington

http://www.arlingtonlibrary.org/

File Edit View Favorites Tools Help

Arlington Public Library

 **Arlington Public Library**
Live, Learn, Connect, Grow ★ Arlington, Texas


Library Materials Our Website

Search

Log In Account Help About Español Contact Us

Get Help Now ^(live) Locations & Hours ▾

Catalog Browse Library A-Z Research Calendar Blogs & Community Kids Teens Home



Starting Thursday Aug. 1

25¢

fee will apply for each held item not checked out by the pickup date.

Holds checked out by the pickup date will still be **FREE!**

[Learn about the change & how to manage your holds](#)

★ POPULAR ★

- [Arlington Funding](#)
- [Information Center](#)
- [Arlington Reads](#)
- [Books & eBooks](#)
- [Databases](#)
- [Genealogy](#)
- [Meeting Rooms](#)
- [Mobile Apps for the Library](#)
- [Storytime](#)
- [Summer Reading Club!](#)
- [90th Birthday Celebration](#)

GET HELP

- [Get a Library Card](#)
- [Ask a Librarian](#)
- [Computer Training](#)
- [One-on-One, In Person](#)
- [Test Prep & Other Guides](#)
- [Suggest an Item](#)

SUPPORT THE LIBRARY


- [Volunteer / Donate](#)
- [Friends of the Library](#)
- [Library Foundation](#)

Events, News


Jul 27, 10:30 am

[We Can Do It! Projects for Repurposing Books](#)

Create something beautiful out of an old book!



Britannica Online



[Information at your fingertips](#)


Interactive timelines, videos, compare countries, and have access to thousands of primary sources as well

★ Staff Picks Blog ★

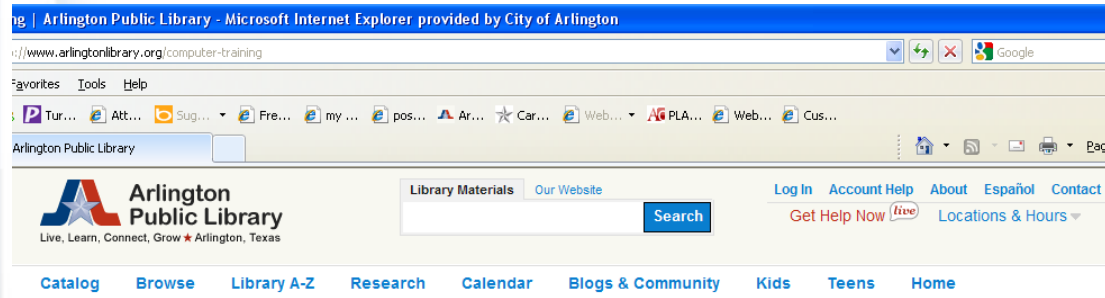
[\[9780062073167-r1 \]](#)

[New Releases Week of July 14](#)

New fiction and nonfiction!

 7/14/2013 by [Linda S](#)

Resources...



Computer Training

[For Learners](#)
[For Volunteers](#)
[TechLINK](#)
[Calendar](#)
[Contact](#)

Computer Training

Computer Classes

The library offers FREE computer classes at most [library locations](#) and throughout the community.

Register for classes [online](#) (click the class name) or by calling 817-459-6900.

Online Learning Resources

No time to come to a class? Try some of these online resources to jumpstart your computer knowledge:

Practice **typing skills** on [TypingWeb](#) (create an account) or [TypeOnline](#)

Practice using the **mouse** [from the very beginning](#), [more practice](#), and [even more practice!](#)

[Tutoriales en español](#)

[Learning Express Library Software Tutorials](#)

Look for online tutorials for **Microsoft** Word, Excel and more near the bottom of the list. Requires that you set up a [free account](#).

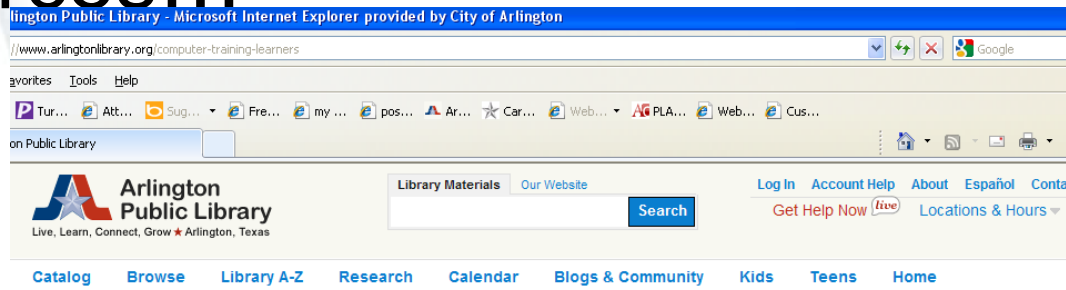
[GCFLearnFree.org](#)

Online tutorials on everything from [computer basics](#) to [social media](#) (Facebook, Twitter, etc). Choose to follow a 'Lesson', click through an 'Interactive', take a quiz in the 'Extras', or watch a 'Video'.

For beginners, we recommend the following sequence:

1. [Computer Basics](#) - Getting started with desktop and laptop computers.
2. [Email 101](#) - Introduction to email basics, etiquette and safety.
3. [Internet 101](#) - Tips for browsing and strategies for searching online.
4. [Internet Safety](#) - Avoid the most common threats and learn how to protect your data and privacy.
5. [Beyond Email](#) - Chat, Skype, blogging and more.

Resources...



Computer Training

For Learners

[Computer Class](#)
[Information](#)
[Gadgets](#)

[For Volunteers](#)
[TechLiNK](#)
[Calendar](#)
[Contact](#)

For Learners

Computer Classes

Register for classes by calling 817-459-6900 or go to our [online calendar](#) and click the class name.

Computer Basics - [handout](#) PDF, 87 KB

Let's start at the beginning. This class is for the absolute beginner or someone who has been away from computers for a long time. We will practice using the mouse, talk about computer components and terminology, and learn how to navigate and troubleshoot problems with your computer.

Básicos de computación en español - [handout](#) PDF, 815 KB

Únete a la clase para obtener básico de la computadora, el mouse, y de Internet.

Email Basics

Learn how to send, receive and organize your email messages. This class uses Yahoo mail to teach the basics.

Fundamentos de correo electrónico en Español - [handout](#) PDF, 402 KB

¿Quieres saber más sobre cómo configurar y utilizar el correo electrónico? Esta clase usa el correo de Yahoo para enseñar los fundamentos.

Internet Basics

Learn what you need to know to get started on the Internet. We will practice navigating websites, talk about Internet security, learn the differences between web browsers, and define any terminology you need to know.

Word 101 - [handout](#) PDF, 223 KB

Learn the basics of Microsoft Word 2007. We will practice creating, opening and saving documents, learn how to format text, and by the end of our class, you will know what it means to "cut," "copy," and "paste"!

PowerPoint 101

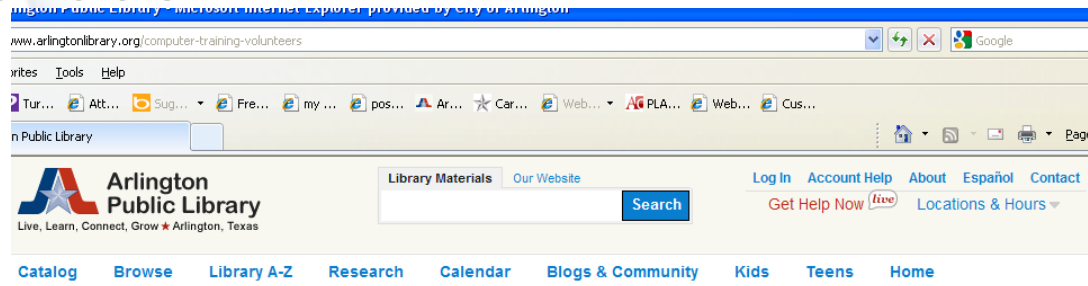
Learn the basics of Microsoft PowerPoint 2007. We will create a slideshow, practice formatting text and placing images, and learn about transitions and other fun features in PowerPoint.

PowerPoint and Public Speaking

Take your PowerPoint skills to the next level and learn how to present in front of a group of people. We will talk about the do's and don'ts of public speaking, practice speaking in front of the class, and learn how to overcome common obstacles.

Prerequisite: Complete PowerPoint 101 or have equivalent skills.

Resources...



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[For Learners](#)

[For Volunteers](#)

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For Volunteers

Sign Up

Volunteers are essential to the success of the library's technology training program called CyberCoach. [Sign up](#) today to help in computer areas, teach computer classes, or assist in computer instruction. We are always looking for patient and reliable volunteers regardless of technology experience. The library provides the class curriculum, handouts, scheduling, and training for instructors and assistants. Read the [volunteer manual](#) for CyberCoach to find out more.

Curriculum

Volunteers are encouraged to review the class curriculum a few days before their scheduled class.

Computer Basics - [Curriculum](#) PDF, 305 KB | [handout](#) PDF, 87 KB
mouse skills, computer components and terminology, and troubleshooting simple computer problems.

Internet Basics - [Curriculum](#) PDF, 333 KB | [handout](#) PDF, 269 KB
Navigating websites, Internet security, web browsers, and terminology

PowerPoint 101 - [Curriculum](#) PDF, 362 KB | [handout](#) PDF, 287 KB
Basics of Microsoft PowerPoint 2007. creating a slideshow, formatting text and placing images, and transitions.

PowerPoint 201 - [Curriculum](#) PDF, 393 KB
Animations and transitions, linking to charts and tables, adding video and sound.

PowerPoint and Public Speaking - [Curriculum](#) PDF, 393 KB | [handout](#) PDF, 791 KB
Tips and tricks for public speaking while using PowerPoint.

Excel 101 - [Curriculum](#) PDF, 377 KB | [handout](#) PDF, 590 KB
Basics of Microsoft Excel 2007. Navigating Excel, creating and managing spreadsheets, and inputting data.

Excel 201 - [Curriculum](#) PDF, 475 KB | [exercise file](#) XLS, 8 KB | [handout](#) PDF, 263 KB
Formatting cell data, basic formulas, and charts.

Excel 301 - [Curriculum](#) PDF, 517 KB | [exercise file](#) XLS, 13 KB | [handout](#) PDF, 145 KB
More on formatting cell data, complex formulas and functions, and pivot table reports.

Contact:

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817-459-6792



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Arlington, Texas